

**MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT 59722
Internal/External Posting**

Reposted

Job Title: Production Services SupMgr (Food Bank)	
Position Number: 67117	Band/Salary: 4/ \$12.587 – \$15.73/hour
Class Code: 511134	Status: Permanent/Full-time
Department: Corrections	Bargaining Unit: 005 MFSPE
Division: Montana Correctional Enterprises	
Location: Deer Lodge, MT	Shift: 8:00 a.m. – 4:00 p.m.
Supplement Required: No	Days Off: Saturday/Sunday

To Apply: Submit a State of Montana Employment Application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. This position is **OPEN UNTIL FILLED**. Applications will be reviewed weekly. (Attach a copy of the Reference and Criminal Background Check authorization form to application. Incomplete or unsigned applications will be rejected as incomplete and will not be considered.

Special Information: Requires considerable standing and walking on cement floors, heavy lifting, and exposure to frequent temperature extremes. The position may require overtime on an as needed or requested basis. Upon employment successful completion of Basic Training for Prison employees is required. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment. Successful applicant will be required to pass a physical examination by a qualified Deer Lodge physician prior to the start of training. The physical examination will be at the cost of Montana Correctional Enterprises.

Typical Duties: Supervises the production of canned foods for the MCE Montana Food Bank Network plant by assuring that all of the steps in the processing and packaging of canned products are carefully monitored; by directing the production and manufacture of canned products with conformity to health standards and with attention to details; by producing canned potatoes, carrots, and other products using approved recipes; by skinning, boning, and processing wild game meat; by utilizing, interpreting and correlating data from testing and laboratory analysis; by monitoring lab results and responding to any abnormal increases in bacteria count levels; by monitoring and ensuring the proper cleaning and sanitation of handling and processing equipment; by supervising and training other staff and an inmate crew in the production of canned products, in large quantity cooking, and in health and sanitation procedures; by supervising the loading and delivery of canned food items; by submitting reports concerning canning requisitions; by maintaining order by enforcing current security and operational policies and procedures; by selecting, training, supervising, evaluating and disciplining inmate workers; by providing reports and information as necessary; by planning and implementing food product canning schedules; by investigating, researching and determining recipes for new products to be canned; by supervising the cannery storeroom; by insuring that the physical plant (building, equipment, tools and supplies is in compliance with regulations and standards; and by compiling and maintaining records of daily production reports, delivery receipts, finished product inventory, supply inventory and such regulatory records as required by MCE, Montana Food Bank Network and inspectors.

Qualifications: Position requires Knowledge as required of Hazard Analysis of Critical Control Points (HACCP); the operation, repair, and maintenance of all of the processing equipment in the plant including their capabilities, purpose, proper function, operational procedures, maintenance requirements and repair procedures; policies and practices which direct supervisory and security duties and responsibilities over civilian and inmate workers; wide range of products, supplies and materials which could be used in the production process and the knowledge to support wise selections during the purchasing process. The position requires skill to perform and/or supervise all of the operations and activities involved in the canning facility including cleaning, cooking, retorts, temperature recorders, canning, labeler, sanitizing, and equipment operation, repair and maintenance and personnel and supervisory skills to select, train, direct, motivate and evaluate civilian and inmate workers in the performance of their duties. The position requires the ability to mathematically balance orders and production, to calculate needed supplies in order to maintain necessary inventory levels, and to perform the necessary record keeping functions; ability to work with others, to cooperate with co-workers, to supervise employees and to, both follow

and/or give, instructions as needed; ability to diagnose equipment problems and to repair or replace as necessary; be able to present and interpret information both verbally and written; able to teach inmate workers all of the knowledge and techniques necessary to meet health and safety guidelines; deal effectively with receiving, shipping and delivery tickets; deal effectively with and convert recipes, weights, and measures; communicate effectively orally and in writing; act with initiative, good judgment, and with a minimum of supervision; follow written and oral instructions and to perform accurate and thorough work in high stress situations; and teach the necessary work habits and cooking skills to inmates who may have little or no experience, so that they can perform the expected duties within the food service and later in life outside of the institution.

Education and Experience: The above knowledge, skills and abilities are typically acquired by a combination of education and experience equivalent to a high school diploma, GED and 5 or more years of job-related work experience in the food processing/preparation field including of supervisory experience. The incumbent must obtain a certificate of completion from an approved FDA/USDA Better Processing Control School covering the processing/canning of low acid food within 1 year of the first day of employment. Incumbent will be required to successfully complete a basic Hazard Analysis Critical Control Points (HACCP) training within six months of the start of employment or at the next available course time.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 4 on the state's broadband pay matrix. The current annual salary is \$26,180, depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment. Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be a part of the selection process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

All new employees are subject to a minimum of 6 months probation. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____